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| **General Details** | |
| **Job Title** | **Schools Liaison Officer** |
| **Vacancy Number** | **VN418** |
| **Department** | **Marketing** |
| **Reporting to** | **Marketing Manager** |
| **Responsible for** | **No direct reports** |
| **Place of work** | **Telford College, Haybridge Road** |
| **Tenure** | **Fixed term – 12 months in the first instance** |
| **Hours/FTE** | **37 hours per week** |
| **Salary** | **£17,919** |
| **Terms & Conditions** | **Business support** |
| **DBS** | **Enhanced** |
| **Closing Date** | **27 August 2019** |
| **Interview Date** | **W/C 2 September 2019** |

***Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.***

## The Role

The purpose of the post is to promote Telford College within the local community including young people, schools, parents and employers and to ensure unbiased information, advice and guidance is delivered to all.

## Main duties and responsibilities

The successful applicant will be expected to:

**DUTIES AND RESPONSIBILITIES***:*

* Become fully conversant with all college courses giving advice to potential students wishing to undertake full-time study or an apprenticeship at the college
* Present the college’s offer at school assemblies, parents/options evenings, drop-in sessions and careers events. Participate in offsite Information and Guidance (IAG), promotional and community events as required. This will involve presenting to large audiences in schools assemblies for example and weekend or evening work.
* Maintain annual calendar of school events and activities, co-ordinating staff/resource requirements
* Deal with course enquiries face to face or over the telephone in person regarding all college courses and arrange for specialist advice where needed
* Assist with organisation and delivery of college open events, taster sessions, masterclasses, induction days, enrolment and other internal events as necessary
* Carry out group/individual tours of the college
* Work with schools to create workshops on skills, employability and interviews
* Ensure all student services and college literature is current and displayed appropriately in schools and on the Telford College Website
* Play an active role within the marketing team assisting with projects and tasks as required
* Ensure accurate course interest data is produced and passed to Learner Managers on an agreed basis
* Maintain extensive records of course enquiries, customer information including mode of contact for workflow analysis, marketing, general statistical and quality purposes
* Be fully familiar and up to date with the identity of all course learner managers and course staff for signposting purposes for bespoke advice
* Participate in advice and guidance rota as required, to meet the needs of the service
* Become familiar with all student services policies and procedures
* Maintain positive relationships with the student services team, college staff, schools, employers and the local community
* Identify the financial, health and safety, equality, confidentiality or other risks associated with the post’s sphere of responsibility and to define and take positive action to manage these risks.
* Undertake relevant staff development as and when required

**Other Corporate Responsibilities**

* Reflect the vision, mission, aims and values of the College.
* Always strive for continuous improvement in your professional practice and delivery of outcomes.
* Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
* Participate in the College’s Performance Development Review and engage in continuous professional development.
* Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
* Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
* Be compliant with Data Protection Act arrangements and confidentiality.
* Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post’s sphere of responsibility and to define and take positive action to manage these risks.
* Carry out such other duties as may reasonably be required from time to time.

*This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances*

**PERSON SPECIFICATION**

**EVIDENCE KEY**

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| --- | --- |
| **A =** | Application |
| **I =** | Interview |
| **R =** | References |
| **T =** | Test |
| **P =** | Presentation |
| **C =** | Certificate |
| Or a combination | |

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|  | **Essential** | **Desirable** | **Evidence** |
| 1. Level 3 qualification i.e. A Levels or vocational diploma. GCSE English and Maths at grade C or above or equivalent | ✓ |  | A |
| 1. Degree level qualification or equivalent. Information, advice and guidance (IAG) qualification. |  | ✓ | A/C |
| 1. Excellent interpersonal/communication skills and demonstrable ability to work effectively with young people | ✓ |  | I |
| 1. Knowledge of UK vocational/secondary education system |  | ✓ | A |
| 1. Excellent IT skills | ✓ |  | A |
| 1. Excellent time management skills | ✓ |  | I |
| 1. Ability to deliver presentations to large audiences e.g. school assemblies | ✓ |  | I |
| 1. Willing to work evenings and weekends | ✓ |  | I |
| 1. An understanding of and commitment to diversity and equality of opportunity | ✓ |  | I |
| 1. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of students and others | ✓ |  | I |

**ADDITIONAL INFORMATION**

**Conditions of Appointment**

All Appointments to the College are subject to:

* Verification of relevant qualifications
* Receipt of references considered suitable by the College
* Verification that you are legally permitted to work in the United Kingdom
* Disclosure & Barring Service (DBS) Checks

The College’s policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants’ suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

**Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The college welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

**Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**Location**

The post holder will be required to carry out their duties on the College premises.

